



## Open Records Requests <sup>[1]</sup>

### Informal Requests

University Relations is committed to the guiding principles of openness, transparency, accountability and responsiveness. We encourage reporters to submit informal requests for public records. We will promptly return calls and email and work diligently to obtain the information you have requested to meet daily, weekly and monthly deadlines. Please note that there may be charges associated with some open records inquiries. To submit an informal request for information, please contact Ken McConnellogue at 303-860-5626 or [Ken.McConnellogue@cu.edu](mailto:Ken.McConnellogue@cu.edu) <sup>[2]</sup>.

### Formal CORA Requests

Though we encourage reporters to submit informal open records requests, we understand that there will be situations in which a formal Colorado Open Records Act, or CORA, request is preferred or deemed necessary. All members of the media are required to follow the CORA guidelines established by the University of Colorado as provided by state law. These guidelines are designed to expedite open records requests and to ensure that the appropriate records custodians receive and process requests within legal timelines. Please note that there may be charges associated with some open records inquiries.

#### **Procedures for making and responding to requests for information to the University of Colorado Office of the Board of Regents or system administration under the Colorado Open Records Act (CORA)**

- [University of Colorado Administrative Policy Statement: Colorado Open Records Act \(CORA\)](#) <sup>[3]</sup>
- [CORA Request Form](#) <sup>[4]</sup> (pdf)
- [Information Not Public by Law](#) <sup>[5]</sup> (pdf)

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**Source URL:** <http://www.cu.edu/university-relations/open-records-requests>

#### **Links:**

[1] <http://www.cu.edu/university-relations/open-records-requests>

[2] <mailto:Ken.McConnellogue@cu.edu>

[3] <http://www.cu.edu/oape/policy/aps-2022-colorado-open-records-act-cora>

[4] [http://www.cu.edu/sites/default/files/2022\\_Appendix-B.pdf](http://www.cu.edu/sites/default/files/2022_Appendix-B.pdf)

[5] [http://www.cu.edu/sites/default/files/2022\\_Appendix-A.pdf](http://www.cu.edu/sites/default/files/2022_Appendix-A.pdf)